

LITTLE DAVIS-BACON

LABOR STANDARDS FACT SHEET

- ◆ Projects funded with \$10,000 or more of City dollars requires all workers on the job site whose duties are physical or manual be paid weekly prevailing rates (includes fringe benefits)
- ◆ Workers shall be compensated at not less than one and one-half times the basic rate of pay plus one times the identified fringe benefit amount for all hours worked in excess of 8 per day or 40 per week on this project (whichever is greater)
- ◆ Developer/prime contractor is responsible for only employing subcontractors who have certified eligibility in written contracts containing Little Davis-Bacon Requirements
- ◆ Developer/prime contractor is responsible for posting Prevailing Rates Schedule and "Notice to All Employees" (blue & white poster) in a highly visible location on the job site
- ◆ Prime, subcontractors and lower-tiers must submit a Contractor Profile form; prime also submits Weekly Site Logs and keeps the ID of Prime and Subs current
- ◆ **BEFORE performing contract work, self-employed and partnership contractors must submit bona fide status documentation for review and approval by the labor standards officer**
- ◆ Upon request, original signature payroll reports must be forwarded to the designated labor standards officer. Computerized payrolls to include all the information requested on the WH-347 payroll form and an original signature Statement of Compliance must be attached. Wage information for bona fide self-employed, partnerships and foremen (if spending less than 20% of their work hours with tools) need not be included; list work classification and hours worked. **Owners, officers, shareholders of a corporation are employees and are to be paid prevailing rate (includes fringe benefits) when working at the project site; all wage information must be included on the payroll form.**
- ◆ Apprentices/trainees are the only workers allowed to work at a lesser rate when registered in approved apprenticeship/training programs. Attach copy of Apprenticeship Agreement, current level of advancement and corresponding wage information to the payroll report on which the apprentice first appears. Apprentice to journeyworker ratios must be adhered to hour-for-hour. Apprentices/trainees working alone must be paid journeyworker rates. **THERE ARE NO EXCEPTIONS TO THE ON-SITE RATIO.** Pre-apprentices are not allowed at a lesser rate.
- ◆ Verification of employee wage receipt may include contacting the trade local or designated benefit fund account or contractor submission of canceled paychecks, timecards and/or stubs for week(s) specified.
- ◆ **All timekeeping records (includes timecards, work logs, payroll checks and stubs, etc.) must be kept on file for a period of two (2) years after closeout of the project.**